



**MILLENNIUM CHALLENGE
CORPORATION**

Date Posted	July 30, 2015
Announcement Number	MCC-15-RFQ-0196
Title	Program Officer, Gender and Social Inclusion (PSC)
Position information	Full Time (2,087 hours per year) One year contract, renewable for up to four additional years at the sole discretion of the government
Pay band	MC-0301-4B (\$27.79 - \$47.90 per hour)
Closing date for questions	August 7, 2015
Application deadline	August 14, 2015
Who may be considered	U.S. citizens or legal, permanent residents with five years of residency history
Duty location	Washington, D.C., US, MCC eligible countries, other US and foreign cities (as required for outreach purposes), or at the PSC's office or home of record. (Note: More than one position may be filled under this announcement)

INTRODUCTION:

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in developing countries. MCC works in selected countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. Key MCC operating principles relating to the award of grants include emphasis on economic impact, reward for performance, partnership with recipient countries, integration of gender, and focus on results. Eligible countries are invited to develop and submit grant proposals to MCC for consideration. MCC will seek to enter into a compact for assistance with those countries that submit quality proposals for poverty reduction through economic growth. Gender and social inclusion are critical to MCC's approach to sustainable development.

MCC recognizes that many countries with high levels of gender inequality also experience high levels of poverty and that gender inequality can be a significant constraint to economic growth and poverty reduction. Therefore, in order to maximize the impact of Compacts on economic growth and poverty reduction, MCC requires that eligible countries analyze gender differences and inequalities to inform the development, design, implementation, monitoring, and evaluation of programs funded by MCC. The Millennium Challenge Act states that MCC must provide assistance for global development "in a manner that promotes economic growth and the elimination of extreme poverty". MCC thus ensures that social inclusion is built into all aspects of program development, implementation, and M&E.

MCC is authorized to contract with an individual as a personal services contractor (PSC) under the authority of section 614(a)(8) of the Millennium Challenge Act of 2003 (MCA).

SCOPE OF THE POSITION

The Department of Compact Operations (DCO), Sector Operations Division (SO), Gender and Social Inclusion (GSI) team is seeking a full time Personal Services Contractor (PSC) to serve as a Program Officer. The PSC shall provide technical analysis of MCC compacts in development and implementation, often on an accelerated development schedule, which requires quick response and turnover. The PSC shall work as a member of the GSI team, which is responsible integration of gender and social inclusion throughout all phases of analysis, project development and design, implementation, and results measurement.

A personal services contract is different from non-personal services Government contract, which establishes an independent contract relationship. Under a non-personal services contract, the contractor or employees of the contractor are subject to the technical direction but not the supervision of the MCC. As defined by the Federal Acquisition Regulation ([FAR](#) 37.104), a personal services contract is characterized by the employer-employee relationship it creates between the Government and the contractor personnel. Thus, the PSC is subject to the relatively continuous technical direction, supervision, and control of the MCC. PSCs may be assigned inherently governmental duties (see [FAR 7.502](#)). By law and by the contract's terms, the PSC is subject to most of the laws, rules, and regulations applicable to the direct hire employee such as MCC regulations, conflict of interest, under some circumstances MCC authorized employment security clearances, and financial disclosure. However, under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by the Office of Personnel Management (OPM). The following elements apply to this contract:

- (1) Performance on site.
- (2) Principal tools and equipment furnished by the Government
- (3) Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.
- (4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel.
- (5) The need for the type of service provided can reasonably be expected to last beyond 1 year.
- (6) The inherent nature of the service, or the manner in which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to—
 - (i) Adequately protect the Government's interest;
 - (ii) Retain control of the function involved; or
 - (iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.

KEY REQUIREMENTS

- U.S. citizenship or legal, permanent resident with five years of residency history
- Must be able to obtain and maintain a critical-sensitive federal security clearance
- Performance at MCC-eligible countries, Washington, DC, other US and foreign cities (as required for outreach purposes), or at the PSC's office or home of record. Relocation expenses will not be paid
- Overseas travel is required (to MCC eligible countries)
- Statement of Employment & Financial Interest (i.e. Office of Government Ethics [form-450](#), or similar statement) may be required
- Active and approved [SAM](#) record (listed as sole-proprietor)

PLEASE NOTE: This contract shall be awarded solely to an individual(s), not to a firm. The individual must have an active DUNS # and a fully approved and active record in the [System for Award Management](#) (SAM). **We suggest you commence the registration process in SAM immediately after submitting an application as the registration process may take several weeks.**

DUTIES

The PSC reports to the Practice Leader/Senior Director (PLSD) for GSI, and may work under the direction of other GSI staff. He/she works as part of the GSI practice group to strengthen MCC's engagement across sectors in current thinking, approaches, strategies, tools and practices related to gender integration in large-scale international development programs.

Major Duties and Responsibilities:

Participates as a member of the practice team to ensure that MCC's Gender Policy and related policy and guidance documents are followed throughout the Compact process.

- Participates as a member of the multi-disciplinary MCC team engaged with country counterparts to ensure that analyses of social and gender differences and inequalities inform the development of programs to be funded through the Millennium Challenge Account.
- Assesses opportunities and constraints for different stakeholder groups to participate and benefit from MCA-funded projects, particularly those representing women, the poor, and other vulnerable groups.
- Contributes to the assessment of the soundness of a country's proposed programs in the context of social and gender analyses. Provides technical advice related to integrating social and gender perspectives in the due diligence and design of development projects. Supports other MCC staff in providing expert advice and counsel on social and gender issues related to policy analysis, consultations, program design, project assessments, implementation plans, monitoring and evaluation of Compact-funded projects and activities.
- Develops and reviews terms of reference and evaluates the technical adequacy of project-specific studies and plans such as social and gender assessments, feasibility and other project design and due diligence studies, environmental and social impact assessments (ESIA's), environmental and social management plans (ESMP's), resettlement action plans (RAP's), HIV/AIDS risk management plans, human trafficking risk management plans, and social and gender integration plans.
- Contributes to the development of approaches and terms of reference to monitor, assess and evaluate social and gender performance, outcomes and impacts of MCC-funded projects.
- Contributes to developing training and capacity building on social and gender analysis and integration and, as appropriate, on other social risk management issues such as HIV/AIDS and human trafficking. Participants can be MCC staff and consultants, MCA partner country staff, consultants and implementers, and training may be held in MCA countries as well as Washington, DC.
- Provides technical contributions to the development and refinement of guidance documents, operational procedures, performance standards and other social/gender practice-related priorities.
- Assists in practice management activities including writing and reviewing policies, guidance documents, memos, terms of reference, developing budgets, timelines and cost estimates, and conducting evaluations for procurement actions.
- Supports the recruitment and management of contractors, inter-agency agreements, and other entities to ensure that deliverables and work products are acceptable.
- Provides technical input in the assessment, documentation and presentation of best practices related to gender integration and social inclusion.
- Conducts literature reviews, writes papers, briefers, memos, and prepares presentations on topics related to GSI's work.

- Represents MCC to senior U.S. Government officials, representatives of foreign governments, and a variety of other stakeholders, both domestic and international.
- Assists with organizing events such as seminars and conferences.
- Performs other related duties as assigned.

DELIVERABLES

Deliverables are associated with the tasks identified in DUTIES to include reports as required by the Contracting Officer Representative (COR).

The PSC will provide a brief monthly progress report as a regular deliverable. Monthly progress reports will consist of the following format to measure the progress of the work undertaken that month:

Task: XXXXXX

Status: XXXXXXXX

Recommendations: XXXXXXXX

Monthly reports are due the first workday of each month.

Deliverables will be considered “draft” upon initial receipt. Drafts will be reviewed and accepted or concerns raised/comments provided within two weeks of receipt. The PSC shall appropriately address the Corporations’ concerns and provide final deliverables within one week of receiving the MCC response.

In addition to monthly progress reports, the PSC will submit biweekly timesheets on a schedule and format determined by MCC. Timesheets will include a list of hours worked per compact or country program, along with a brief description of the tasks undertaken for each program during the pay period.

The PSC also will produce other reports and analyses as requested by MCC.

QUALIFICATIONS REQUIRED

Applicants must meet all the qualification requirements, including education and all qualifying specialized experience described below by the closing date of this announcement. Desired qualifications will be considered only once all education and qualifying specialized experience requirements are met. Please clearly demonstrate that you possess the following:

Educational Requirements and Technical Capability:

- Master’s Degree in sociology, anthropology, international development/affairs, economics, public policy or relevant field required. (Mandatory)
- At least two years of direct working experience in social inclusion and gender equality issues (Mandatory)
- Work or study experience in a developing country (or countries) (Required) .
- Demonstrated strong research, writing and analytical skills. (Mandatory)
- Strong communication and interpersonal skills. (Mandatory)
- Working proficiency in French. (Mandatory)
- Demonstrated knowledge of social and gender integration sufficient to analyze proposals and

- make sound recommendations for improvements to projects. (Mandatory)
- Ability to work collaboratively and effectively in multidisciplinary and multicultural teams, staff of other US Government agencies, foreign governments, civil society organizations, and private sector firms. (Mandatory)
- Knowledge and experience with database management and MS applications (Excel, Word, and PowerPoint) required. Familiarity with SharePoint software and MS Project a plus.
- Knowledge and/or demonstrated understanding of MCC's organization, policies, operational requirements, and programs relating to gender integration and social inclusion aspects of compact development and implementation. (Mandatory)
- Knowledge of and experience in gender and social inclusion in one or more sectors of MCC investment (WASH, energy, transport, health, education, agriculture, or land).

NOTE: All experience must be well-documented on your resume and within your application. All aspects of your application must specifically show how you meet the QUALIFICATIONS REQUIRED.

COMPENSATION

PSCs for the services of individual experts or consultants are limited by the Classification Act. In addition, the OPM has established requirements which apply in acquiring the personal services of experts or consultants in this manner (e.g., benefits, taxes, conflicts of interest):

This is a full time position and thus the maximum number of hours allowed is 2,087 per year. The contract will have four (4) one-year option periods that may be exercised at the sole discretion of MCC.

The pay range for this position is **\$27.79 - \$47.90** per hour, inclusive of Washington, DC locality pay. Final compensation will be negotiated within this pay range based upon the successful candidate's salary history, work experience, and educational background. **A salary above this pay range will NOT be entertained or negotiated.** Candidates who live outside of the Washington, DC area may be considered for this contract, but relocation expenses are not compensable under the resulting contract.

MCC issues W-2s to the PSC. For U.S. citizens and legal resident aliens, MCC makes the employer contribution to FICA and Medicare for the PSC. MCC withholds FICA, Medicare, federal tax, and state tax on behalf of the PSC. The PSC is not eligible for the Foreign Earned Income Exclusion.

Benefits:

Under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by OPM, such as Federal retirement benefits and health and life insurance. As such, the PSC is not eligible for participation in the Civil Service Retirement System or the Federal Employees Retirement System. Moreover, the PSC is ineligible to receive Federal Health and Life Insurance or participate in the federal Thrift Savings Plan.

Notwithstanding the above, MCC does permit reimbursement of a portion of the PSC's cost of health insurance premiums incurred during the contract's period of performance. To be eligible for the health insurance reimbursement the employee must provide proof of insurance coverage and payment of premium for which s/he is responsible. Examples of acceptable proof are bank statement, receipts, cancelled checks or other proof of payment. Individuals covered under another health insurance plan, or

have subsidized health insurance are not eligible for this reimbursement. Subject to the availability of funds, MCC may pay a percentage (up-to-15%) of the employee's base salary towards a health insurance policy as mentioned above

The full time PSC does earn sick leave, annual leave, and holiday pay.

The full time PSC working at MCC Headquarters in Washington, D.C. is eligible for parking or transit subsidy, subject to availability of funds. The full time whose duty station is overseas is not eligible for the transit subsidy.

Travel:

The PSC is subject to the Federal Travel Regulations and MCC travel policies and procedures to the same extent as MCC direct-hire employees.

REQUIRED DOCUMENTATION

Interested applicants must submit all required documents to include, but not limited to:

- Completed and signed Biodata Form;
- Curriculum vitae or resume (limit 10 pages);
- A written narrative of up to five pages clearly describing relevant experience and knowledge of each of the Qualifying Specialized Experience requirements, and any desired qualifications.
- No less than three and no more than five professional references with current contact information;

NOTE: Submittals shall be in accordance with the INSTRUCTIONS TO APPLICANTS. Please ensure that applicants' most recent contact information (telephone numbers and e-mail address) are accurate. Any other documentation will not be accepted.

Delivery:

Electronic submission is required and all application packages shall be submitted to MCCPSC@mcc.gov so that they arrive before the deadline as given on page 1. Submission shall reference the position title AND the announcement number on the subject line of the e-mail. Electronically submitted packages must include a scanned signature on the Bio-data form to be considered.

MCC does not accept responsibility for delays in transmission or receipt of any application. Applicants are responsible for submitting the application package so as to reach the designated Government office by the closing date and time specified above. Applications received after the closing date and time will not be considered, unless there is acceptable evidence to establish that it was indeed received by the Government installation prior to the time and date specified in this announcement. Applicants shall confirm receipt of quote from the Contract Specialist or Contracting Officer. Receipt of an application in response to this announcement does not constitute an award commitment. The U.S. Government will not reimburse any costs incurred in the preparation and submission of an application. Any submission is at the sole risk of the applicant.

Questions:

Any questions regarding this announcement should be submitted in writing via email only (no phone calls) to MCCPSC@mcc.gov before the deadline as given on page 1.

INSTRUCTIONS TO APPLICANTS

The QUALIFICATIONS REQUIRED are the basis for evaluating all applications. Applicants must separately address each listed qualification requirement and demonstrate how s/he meets each. Unless stated otherwise, all qualification elements will be weighted equally.

- (a) Qualified individuals must submit a completed and signed Biodata form. Please ensure that you provide a current, valid e-mail address and telephone number for notification purposes. The Biodata form must be fully completed including a proposed hourly rate & signed for the application to be considered.
- (b) Qualified individuals must submit a resume (or a curriculum vita) which clearly demonstrates their education, experience, knowledge, and skills and abilities as they relate to the qualification elements. Resume must indicate: the earliest possible start date for the applicant; as well as formal title, and duration (start date / end date) for each listed position. Resume is limited to 10 pages and must not contain a photo or any salary information.
- (c) Describe your experience and knowledge of each of the Qualifying specialized experience requirements and Desired qualifications, if applicable, in no more than five pages (page = 8 ½" x 11" paper; 11 point font or larger; double sided pages count as two pages). Clearly demonstrate how your prior experience is either relevant or directly related to the duties of this position as listed under DUTIES. The responses should describe specifically and accurately what experience, training, education and/or awards you have received that are relevant to each factor. Cite specific examples where appropriate.
- (d) Qualified individuals must submit no fewer than three and no more than five professional references, who are not relatives or family members. Submitted references **MUST** include current information, as follows:
 - a. Name of reference
 - b. Applicants' relationship to reference
 - c. Title of reference at current job
 - d. Reference current telephone number (work or personal)
 - e. Reference e-mail address (work)

At least two references must be from direct supervisors (current or prior) who can provide information regarding the applicant's knowledge & experience in the field of **Social and Gender Assessment**. All references must be from within the last 5 years of the applicant's professional life.

- (e) Applications must be signed and received prior to the closing date and time specified above to be considered for this position. All applications must be signed. **Unsigned applications shall NOT be considered.**

To ensure consideration of applicants for the intended position, please reference the position title and announcement number on the subject line of your submission email, on supporting documentation and any cover letter.

Applicants are required to be knowledgeable in the following technical areas:

- Knowledge and experience with internationally accepted social and gender analytical concepts, frameworks and methodologies sufficient to participate in the design, assessment, and monitoring of Compact-funded projects and activities.
- Knowledge of and experience with capacity-building for increasing the social and gender competency of development professionals in both the donor and recipient countries.
- Ability to provide guidance on social and gender issues, undertaking technical analyses of social (including gender) issues, and integrating the results of social and gender analyses including social/gender risk management measures into project designs and procurement and contract documents.
- Ability to assess and document best practices related to social and gender outcomes of development projects in a variety of sectors including agriculture, infrastructure, health education and finance.

GENERAL WORKING CONDITIONS

Supervisory Controls

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The PSC and supervisor, in consultation, develop the deadlines, projects, and work to be completed. The PSC has continuing responsibility for independently planning and carrying out important assignments determining the approach to be taken, and the methods to be used. The PSC keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements and may be subjected to substantive review by professional peers.

Guidelines

Guidelines are often broad and nonspecific. The PSC is required to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable. The PSC must deviate from traditional methods or research trends and patterns to develop new methods, criteria, or proposed new policies or practices.

Complexity

The work includes a wide variety of duties in a broad social science discipline, requiring many different and unrelated processes and methods applied to a broad range of activities or intensive analysis and problem solving in a program or functional area. The work requires devising new methods and techniques to produce effective results and/or to implement advances in state-of-the-art programs and methods.

Scope and Effect

The purpose of the position is to establish criteria, formulate projects, assess program effectiveness, and investigate or analyze a variety of unusual conditions, problems, or questions. The PSC provides advisory or oversight services to the agency. Assignments typically involve particularly difficult problems that are systemic in nature and the work directly affects a wide range of agency activities and operations.

Personal Contacts

Personal contacts are with numerous analysts, specialists, and professional staff from within and outside the agency in a moderately unstructured setting.

Purpose of Contacts

The purpose of contacts is to educate, motivate, and persuade persons or groups who lack the knowledge and/or understanding of the nature and importance of social and gender integration and are skeptical or resistant, and must be approached skillfully to obtain the desired effect. The position requires skills in persuasion, negotiation, motivation and the establishment of rapport.

Physical Demands

The work is sedentary.

Travel Requirement

Travel to Compact countries is expected to be at least 25%.

Work Environment

The work is performed in an office or similar setting. During TDY, work may include visits to project sites.

SELECTION PROCESS

In order to be considered for the position, a candidate must meet the qualifications listed above. Consideration and selection will be based on a panel evaluation in accordance with the QUALIFICATIONS REQUIRED. In addition to the materials listed above, applicants are strongly encouraged to write a cover letter, not to exceed one page, to highlight their suitability for this position. The cover letter is NOT included in the required written narrative.

All applicants will be evaluated based on the documentation submitted, the applicant's evidence of the above qualification requirements, performance in a potential interview, if conducted, and information provided by references, if contacted. All applicants will receive one of three scores for each of the required qualification: Does Not Meet, Meets, or Exceeds.

MCC reserves the right to call the highest qualified candidates for an interview and/or conduct a reference check on those individuals. Reference checks may be conducted on the highest qualified applicants.

Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience. Errors or omissions may affect your evaluation.

The U.S. Government & MCC are not obligated to make an award or pay for any costs associated with the preparation and submission of a proposal in response to this announcement. Award of this contract is contingent on availability of funds. MCC reserves the right not to award any contract as a result of this announcement.

Evaluation Methodology: The Government will perform a comparative analysis of quotes and will assess the advantages and disadvantages of each quote as related to the Evaluation Factors.

Multiple awards may be made from this notice and all quotes will be retained and may be utilized for requirements for a period of 6 months.

Security Level: Secret (Non-Critical Sensitive)